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**MINUTES FOR A REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
HELD AT 6:00 P.M., THURSDAY EVENING, MAY 13, 2004
CITY COUNCIL CHAMBERS, #2 CIVIC CENTER PLAZA - 2nd FLOOR**

MEMBERS PRESENT:

Berube, Paul
Ellis, William J.
Graham, Elijah
Harris, Alvin
Martinez, Ramy
Pena, Andrew
Schwartz, Elma
Sutherland, Ken

MEMBERS ABSENT

Ruck, Lance

ALSO PRESENT:

Joe Acosta – Sun Metro
Jim Martinez – Chief Administrative Officer
Richard Wiles – Chief of Police
Peter Fargo – Human Resources
Paul Mueller – Human Resources
Norma Ledesma – Fire Department
Rosa Prieto – Human Resources
Norma Castillo – Legal
Carol Sherman – Planning
Armando Pena – Human Resources
Cory Harbour – Employees' Association Representative
Linda Thomas – Human Resources
Terry Bond – C.S.C. Secretary
Sandy Porras – C.S.C. Recorder
Ceci Castillo – Parks & Recreation
Frank Delgado – Planning
Ana Sanchez – Human Resources
James Sienkiewicz – Human Resources
Daryl Cole – Streets Department
George Sarmiento – Planning
Donald Marron – Fire Department
Steven Surface – Fire Department
Pat Abeln - Airport

The meeting convened at 6:00 p.m. with a quorum of 8 Commissioners present and Chair Berube presiding.

.5. Election of Officers

Motion to elect Lance Ruck as Chair made by Commissioner Ellis, Seconded by Commissioner Graham and unanimously passed.

Motion to elect William Ellis as Vice Chair made by Commissioner Graham Seconded by Commissioner Harris and unanimously passed.

CONSENT AGENDA

MOTION TO APPROVE THE CONSENT AGENDA MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER PENA AND UNANIMOUSLY PASSED.

1. Discussion and Action on Approval of Minutes:

April 22, 2004

MOTION TO RECONSIDER ITEM 1 WAS MADE BY COMMISSIONER GRAHAM AND SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

COMMISSIONER SUTHERLAND STATED THAT IN ITEM 23E, IT SHOWS THAT COMMISSIONER RUCK VOTED AYE AND NAY.

MOTION TO APPROVE AS CORRECTED WAS MADE BY COMMISSIONER ELLIS AND SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

2. Discussion and Action on Approval of Contracts:

- A. One (1) Personal Services Contract with Mark M. Alvarado to perform the duties of Neighborhood Initiatives Liaison from May 14, 2004 through May 13, 2005, for Mayor and Council.
- B. Nineteen (19) Independent Contractor Contracts with Wendy Burtz, Mary Jane Cahalan, Jonathan J. Faflik, Ronald P. Fritsch, Martha A. Garcia, David P. Herrera, Rosie C. Jones, Susan R. Light, Marie B. Livingston, Mary O'Brien Long, Debby Morales, Juan A. Muro, Mitsu Overstreet, Clark Aldridge, Anne Stewart, Keith Spencer, Janine Rudnick, Amanda Reta-Cabezut, and Dawn Peppas for the Museum of Art
- C. Two (2) Cooperative Education Contracts with Ricardo Ivan Guerrero and Alfredo Chavira to perform the duties of Library Assistant from May 19, 2004 through May 18, 2005 for the Library.
- D. Two (2) Employee Services Contracts with Alejandro Vargas and Angelica Terrazas to perform the duties of Outdoor Pool Manager from May 14, 2004 through September 30, 2004 for the Parks & Recreation Department.
- E. One (1) Personal Services Contract with Anthony Talamo to perform the duties of Capital Projects Manager from May 17, 2004 through May 16, 2005 for Building and Planning Services.

MOTION TO RECONSIDER ITEM 2E WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER PENA AND UNANIMOUSLY PASSED.

C.S.C. Secretary stated that the contract should be from May 17, 2004 to November 16, 2005.

MOTION TO APPROVE ITEM 2E WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

- F. One (1) Personal Services Contract with Linda DeBeer to perform the duties of Grants Planner from May 29, 2004 through May 28, 2005 for Mass Transit.

3. Discussion and Action on Approval of Applications for Outside Employment:

- | | |
|--|------------------------------------|
| A. Acosta-Jesus J.-Police | AA. Jones-Christopher-Police |
| B. Aguirre-Gilbert-Police | BB. Kaprosy-Michael-Police |
| C. Aguirre-Victor-Police | CC. Krueger-Lilia-Police |
| D. Alarcon-Angel Jr.-Fire | DD. Magallanes-Rafael-Mass Transit |
| E. Amato-Philip-Police | EE. Magallanes-Rafael-Mass Transit |
| F. Anaya-Alejandro-Police | FF. Marquez-Francisco-Police |
| G. Arias-Adrian R.-Police | GG. Menchaca-Oscar E.-Police |
| H. Baranyay-Michael-Police | HH. Montes-Ricardo-Police |
| I. Cardenas-Alfonso Jr.-Police | II. Odell-David Brian-Police |
| J. Castañeda-Eric-Police | JJ. Olmos-Ruben G.-Police |
| K. Castañeda-Jaime-Police | KK. Olvera-Linda N.-Police |
| L. Cenicerros-Mario-Police | LL. Ponce-Carlos Jr.-Police |
| M. Chapman-William A.-Financial Services | MM. Portillo-Lawrence-Police |
| N. Chavez-Paul-Police | NN. Posada-Robert-Police |
| O. Chinolla-Jose A.-Police | OO. Prieto-Raul-Police |
| P. Daniels-Robert-Police | PP. Ramirez-Martin-Police |
| Q. De Avila-Arturo-Police | QQ. Ramos-Ruben-Police |
| R. Dominguez-Edward-Police | RR. Rodriguez-Jaime-Police |
| S. Duran-Jesus A.-Police | SS. Saenz-Jose Armando-Library |
| T. Elengold-Dennis-Parks & Recreation | TT. Salazar-Andrew-Police |
| U. Farley-Cynthia S.-E.P.W.U. | UU. Salido-Robert-Police |
| V. Fierro-Aaron-Police | VV. Trujillo-Abram-Police |
| W. Gonzalez-Fernando-Mass Transit | WW. Valles-Juan Jr.-Police |
| X. Gonzalez-Michelle T.-Police | XX. Villa-Belinda-Police |
| Y. Hinojos-Jerome-Police | YY. Walsh-Clifton C.-Police |
| Z. Holguin-Eduardo-Police | ZZ. Wolff-William John-Airport |

4. Notice of Promulgation of Eligible Lists:

- | | |
|----|---|
| A. | Budget Management Analyst I (P-2)(O-9) |
| B. | Budget and Management Analyst II (P-4)(O-2) |
| C. | Central Control Operator (P-3) |
| D. | Communication Dispatcher II (P-7)(CR-2) |
| E. | Contracts Compliance Specialist (P-2)(O-9) |
| F. | Customer Service Supervisor II (P-5) |
| G. | Engineering Division Manager (Corrected P-4)(O-4) |
| H. | E.P.W.U. Labor Lead Worker II- Sewer (P-4) |
| I. | Grants Planner (P-2)(O-1) |
| J. | Latent Print Examiner (O-5) |
| K. | Neighborhood Relations Coordinator (P-1)(O-3) |
| L. | Personnel and Accounting Clerk (P-25)(CR-6) |
| M. | Recreation Specialist (P-12)(O-26) |
| N. | Tax Deputy Administrator (P-3) |
| O. | Traffic Signs and Marking Worker II (P-9) |
| P. | Well Production Field Operator (O-2) |

5. Discussion and Action on Approval of Classification Actions:

NEW JOB CLASS/REVISED JOB CLASS/REVISED JOB CLASS & GRADE;REVISED JOB CLASS, TITLE & GRADE			
	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
A.	OFFICIAL: Toll Collection Supervisor	1537	GS 20

- | | | | | |
|----|-----------|--------------------------------|------|-------|
| | PROPOSED: | Same | Same | GS 21 |
| B. | OFFICIAL: | Toll Collection Superintendent | 1539 | GS 27 |
| | PROPOSED: | Toll Collection Manager | 5258 | PM 77 |
6. Discussion and Action on Request to have name placed on Transfer List:
- A. Estrada, Ricardo. – Electrician Helper – Street Department
- B. Talavera, Julio – Laborer – El Paso Water Utilities

REGULAR AGENDA

7. Discussion and Action on amendment to Rule 1 and Motions to Reconsider Prior Action.

COMMISSIONER ELLIS ASKED THE COMMISSIONERS IF THEY FELT THAT THE UNDERLINED PORTION OF SECTION 7 IN RULE 1 SHOULD BE INCORPORATED INTO THE FINAL DRAFT FOR CITY COUNCIL'S APPROVAL.

COMMISSIONER SCHWARTZ STATED THAT SHE DIDN'T RECALL THIS BEING DISCUSSED AT THE SUB-COMMITTEE MEETING.

COMMISSIONER GRAHAM MOTIONED THAT THIS ITEM BE SENT BACK TO THE SUB-COMMITTEE FOR RECONSIDERATION SINCE THERE SEEMS TO BE CONFUSION AS TO WHAT WAS DISCUSSED AT THE SUB-COMMITTEE MEETING.

MOTION TO SEND ITEM 7 BACK TO SUB-COMMITTEE TO RECONSIDER THE UNDERLINED PORTION OF SECTION 7 AND BRING BACK TO COMMISSION FOR APPROVAL WAS MADE BY COMMISSIONER GRAHAM AND SECONDED BY COMMISSIONER SUTHERLAND AND PASSED BY A VOTE OF 6 TO 1

Ayes: Graham, Martinez, Sutherland, Schwartz, Harris, Berube

Nays: Pena

8. Discussion and Action of amending Rule 12, Sec. 8.

COMMISSIONER MARTINEZ STATED THAT HE WOULD LIKE TO TABLE THIS ITEM BECAUSE HE HADN'T READ THROUGH IT CAREFULLY.

MOTION TO TABLE ITEM 8 WAS MADE BY COMMISSIONER MARTINEZ AND SECONDED BY COMMISSIONER BERUBE AND UNANIMOUSLY PASSED.

9. Discussion and Action on developing a system of rewards and recognition for City Employees.

COMMISSIONER SUTHERLAND ASKED C.S.C. SECRETARY T. BOND IF SHE HAD ANY PROBLEM WITH THIS.

C.S.C. SECRETARY T. BOND STATED THAT THERE ARE SOME EMPLOYEE RECOGNITION PROGRAMS IN PLACE RIGHT NOW. THERE ARE SERVICE AWARDS FOR EMPLOYEES AND THE MAYOR HAS BROUGHT BACK TO LIFE THE EMPLOYEE SUGGESTION PROGRAM THAT RECOGNIZES EMPLOYEES FOR THEIR SUGGESTIONS. SHE IS CONCERNED ABOUT THE POTENTIAL FINANCIAL IMPACT THAT THIS ITEM COULD HAVE. SHE FURTHER STATED THAT SHE IS WILLING TO TALK WITH COMMISSION ABOUT IT.

COMMISSIONER SUTHERLAND ASKED COMMISSIONER ELLIS IF HE WANTED TO GO BEYOND GIVING EMPLOYEES PLAQUES.

COMMISSIONER ELLIS STATED THAT HIS IDEA ON THIS ITEM WAS VERY BROAD AND THINKS THAT A COMMISSION SUB-COMMITTEE SHOULD STUDY THIS WITH HUMAN RESOURCES' INPUT.

COMMISSIONER BERUBE STATED THAT THEY DON'T HAVE AN ABILITY TO AWARD EMPLOYEES MONETARILY.

COMMISSIONER PENA SUGGESTED TO C.S.C. SECRETARY T. BOND THAT SHE PREPARE A REPORT LISTING ALL THE EMPLOYEE RECOGNITION PROGRAMS ALREADY IN PLACE. HE STATED THAT THERE MAY BE MORE PROGRAMS IN PLACE THAT AREN'T KNOWN ABOUT THAT CAN BE DISCUSSED FURTHER AT THEIR NEXT MEETING.

C.S.C. SECRETARY T. BOND STATED THAT DEPARTMENTS COULD POSSIBLY HAVE PROGRAMS OF THEIR OWN THAT HUMAN RESOURCES ISN'T AWARE OF.

MOTION TO TABLE ITEM 9 WAS MADE BY COMMISSIONER PENA AND SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

10. Discussion and Action on amending Rule 20, Lay-offs, Job Rights, Reinstatement.
(Tabled 04/08/04, 04/22/04)

COMMISSIONER ELLIS ASKED COMMISSION IF BOTH ITEMS 10 & 11 COULD BE REVIEWED BY A COMMISSION SUB-COMMITTEE.

DEPUTY CITY ATTORNEY LUPE CUELLAR STATED TO THE COMMISSION THAT THE CHARTER STATES, "THE FAILURE BY THE COMMISSION TO RECOMMEND APPROVAL, MODIFICATION, OR DISAPPROVAL OF PROPOSED RULES WITHIN 60 DAYS AFTER RECEIPT SHALL CONSTITUTE AUTHORITY FOR THE COUNCIL TO PROCEED AS IF THE COMMISSION HAD RECOMMENDED APPROVAL".

COMMISSIONER PENA SUGGESTED THAT SINCE RULE 20 HAD BEEN TABLED TWICE ALREADY, IF COMMISSION COULD RULE ON THIS TODAY AND RULE 13 (ITEM #11) AT THE NEXT MEETING.

COMMISSIONER ELLIS DEBATED WHETHER WHAT CUELLAR QUOTED FROM THE CHARTER APPLIED TO THE ITEMS AT HAND.

CAO, JIM MARTINEZ, STATED HE WANTED TO EITHER TABLE OR DELETE ITEM 11 BECAUSE ADMINISTRATION WAS NOT READY TO GO BEFORE COMMISSION WITH IT.

COMMISSIONER PENA MOTIONED TO APPROVE ITEM 10. COMMISSIONER SCHWARTZ SECONDED IT.

COMMISSIONER GRAHAM ASKED CAO, JIM MARTINEZ, IF HE HAD ANY PROBLEMS TAKING BOTH ITEMS UP AT THE SAME TIME.

CAO, JIM MARTINEZ, STATED NO. HE WAS CONCERNED THAT COMMISSION RULE ON ITEM 10 IN A TIMELY FASHION BEFORE THE '05 BUDGET CYCLE BEGINS BECAUSE THIS ITEM MAY HAVE BUDGETARY AFFECTS. GETTING ITEM 11 PASSED WITHIN 2 TO 4 WEEKS WOULD BE FINE.

COMMISSIONER ELLIS ASKED WHEN THE SIXTY DAYS ARE UP WITH REGARDS TO ITEM 10.

C.S.C. SECRETARY T. BOND STATED THAT ITEM 10 WAS PUT ON THE AGENDA APRIL 8TH.

COMMISSIONER BERUBE STATED THAT THE SIXTY DAYS WOULD BE UP BY JUNE 5TH AND THAT THE ITEM WOULD HAVE TO BE RULED ON IN MAY BECAUSE THE NEXT COMMISSION MEETING IN JUNE WOULD BE JUNE 10TH.

CITY EMPLOYEES NORMA LEDESMA AND CAROL SHERMAN STATED THEIR CONCERNS REGARDING RULE ITEMS BEING PLACED ON THE AGENDA. IT WAS SUGGESTED THAT THE ITEM (RULE) ENTAIL A LITTLE BIT MORE INFORMATION AND THAT IT STATE WHO PLACED THE ITEM ON THE AGENDA. ALSO STATED WAS THEIR CONCERN THAT BACK-UP FOR ITEMS SHOULDN'T HAVE TO BE REQUESTED THROUGHT THE OPEN RECORDS ACT.

COMMISSIONERS SUTHERLAND AND MARTINEZ CONCURRED WITH THE EMPLOYEES' CONCERNS.

EMPLOYEE ASSOCIATION REPRESENTATIVE, CORI HARBOUR, BROUGHT TO THE COMMISSIONS' ATTENTION SOME GRAMMATICAL ERRORS FOUND IN ITEM 10.

HUMAN RESOURCES EMPLOYEE, ARMANDO PENA, ELABORATED ON THE REINSTATEMENT PROCESS.

OMB DIRECTOR, DAVID ALMONTE, REEMPHASIZED THE IMPORTANCE OF LEAVING THE PARAGRAPH IN REGARDING THE PROBATIONARY PERIOD. LEAVING IT IN BENEFITS THE EMPLOYEE. DELETING THE PARAGRAPH WOULD ULTIMATELY GIVE THE DEPARTMENT HEAD NO CHOICE BUT TO TERMINATE THE EMPLOYEE.

EMPLOYEE ASSOCIATION REPRESENTATIVE, CORI HARBOUR, STATED THAT GRAMMATICAL CORRECTIONS STILL HAD TO BE MADE IF COMMISSION WAS GOING TO RULE ON ITEM 10 TODAY.

C.S.C. SECRETARY T. BOND STATED THAT IN PARAGRAPH "D", THE WORDING "WILL BE EVALUATED FOR POSSIBLE PLACEMENT" NEEDS TO BE ADDED TO THE END OF THE FIRST SENTENCE. TWO PARAGRAPHS DOWN, WHERE THE SENTENCE BEGINS WITH, "IF NO VACANCY EXISTS", THE WORDS, "IN ANY OF THE ABOVE CATEGORIES" SHOULD BE DELETED.

MOTION TO APPROVE ITEM 10 WAS MADE BY COMMISSIONER PENA AND SECONDED BY COMMISSIONER SCHWARTZ AND PASSED BY A VOTE OF 5 TO 2.

Ayes: Pena, Martinez, Schwartz, Harris, and Berube
Nays: Graham and Sutherland

COMMISSIONER BERUBE MOTIONED TO APPROVE ITEM 10 WITH GRAMMATICAL CORRECTIONS.

COMMISSIONER ELLIS STATED THAT HIS REQUEST WAS INCONSISTENT WITH THE MOTION THAT COMMISSION JUST PASSED.

C.S.C. SECRETARY T. BOND SUGGESTED THAT SOMEONE MAKE A MOTION TO RECONSIDER SO THAT COMMISSION CAN CONSIDER THE RULE WITH THE CHANGES SHE MENTIONED EARLIER.

MOTION TO RECONSIDER COMMISSIONS' ACTIONS REGARDING ITEM 10 WAS MADE BY COMMISSIONER SUTHERLAND AND SECONDED BY COMMISSIONER PENA AND UNANIMOUSLY APPROVED.

MOTION TO APPROVE ITEM 10 WITH GRAMMATICAL CORRECTIONS WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER SUTHERLAND AND PASSED BY A VOTE OF 6 AYES AND 1 ABSTENTION.

Ayes: Pena, Martinez, Sutherland, Schwartz, Harris, and Berube
Abstain: Graham

11. Discussion and Action on Rule 13, Leave of Absence, Resignation, Sick Leave and Vacations and associated changes to Ordinance 8064.

COMMISSIONER BERUBE STATED THAT THE CITY WOULD LIKE TO HAVE THIS DELETED.

COMMISSIONER ELLIS ASKED DEPUTY CITY ATTORNEY LUPE CUELLAR IF THIS ERASES THE 60-DAY LIMIT BECAUSE IT'S BEING DELETED.

DEPUTY CITY ATTORNEY LUPE CUELLAR STATED "YES, BECAUSE IT'S BEING DELETED PER MANAGEMENT'S REQUEST".

COMMISSIONER ELLIS STATED THAT HE WANTED THE RECORD TO REFLECT THAT THEY ARE OFF THE HOOK WITH THE 60-DAY LIMIT.

MOTION TO DELETE WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED.

12. Discussion and action on personal services contract with Rosy Buenning for the position of Civil Service Recorder.

ROSY BUENNING STATED THAT SHE PREFERRED THAT THE ITEM GO INTO EXECUTIVE SESSION

MOTION TO ADJOURN TO EXECUTIVE SESSION MADE BY COMMISSIONER SCHWARTZ AND SECONDED BY COMMISSIONER BERUBE AND UNANIMOUSLY PASSED

The Commissioner retired into Executive Session at 7:05 p.m. to discuss item 12, and reconvened for Open Session at 7:50 p.m.

MOTION TO ADJOURN EXECUTIVE SESSION AND RETURN TO REGULAR SESSION MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

MOTION TO APPROVE ITEM 12 WAS MADE BY COMMISSIONER GRAHAM AND SECONDED BY COMMISSIONER PENA AND UNANIMOUSLY PASSED.

13. Discussion and Action on Request to have name placed on Reinstatement List:

A. Munoz, Rosemary – Clerk Typist III

No Discussion.

MOTION TO APPROVE ITEM 13A WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

B. Jaime, Rodolfo – Auto Shop Helper

No Discussion.

MOTION TO APPROVE ITEM 13B WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY PASSED.

14. Approve merit increases in accordance with C.S.C. Guidelines:

- A. Airport – Saenz, Jose – Communications Dispatcher II
- B. Building & Planning Services – Calderon, Martha – Secretary II
- C. Planning, Research & Development – Fisk, James C. – Planning Technician II

No Discussion.

MOTION TO APPROVE ITEM 14 WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER PENA AND UNANIMOUSLY PASSED.

15. Discussion and Action on Approval of Hearing Officer's Report and Recommendation:

A. Ochoa, Everado – Suspension – Fire Dept. (03-FD-21JO)

Everado Ochoa requested that the item be moved to executive session.

MOTION TO ADJOURN TO EXECUTIVE SESSION MADE BY COMMISSIONER SUTHERLAND AND SECONDED BY COMMISSIONER MARTINEZ AND UNANIMOUSLY PASSED

The Commissioner retired into Executive Session at 8:03 p.m. to discuss item 15, and reconvened for Open Session at 9:30 p.m.

MOTION TO ADJOURN EXECUTIVE SESSION AND RETURN TO REGULAR SESSION MADE BY COMMISSIONER MARTINEZ AND SECONDED BY COMMISSIONER SUTHERLAND AND UNANIMOUSLY PASSED.

MOTION TO APPROVE OFFICER'S REPORT WAS MADE BY COMMISSIONER SCHWARTZ AND SECONDED BY COMMISSIONER PENA AND PASSED BY A VOTE OF 5 TO 2.

Ayes: Pena, Martinez, Schwartz, Harris, and Berube

Nays: Graham, Sutherland

DEPUTY CITY ATTORNEY LUPE CUELLAR REQUESTED THAT ITEM 23 BE HEARD NEXT.

MOTION TO MOVE ITEM 23 UP WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER SUTHERLAND AND UNANIMOUSLY PASSED.

23. Discussion and Action regarding the request for investigation by Lt. Lisa Gailey.

C.S.C. SECRETARY T. BOND STATED THAT LT. GAILEY REQUESTED THAT THE ITEM BE POSTPONED.

COMMISSIONER ELLIS ASKED WHEN THE REQUEST TO POSTPONE WAS RECEIVED.

C.S.C. SECRETARY T. BOND RESPONDED, "EARLIER THIS AFTERNOON".

MOTION TO POSTPONE ITEM 23 WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER PENA AND UNANIMOUSLY PASSED.

COMMISSIONER SUTHERLAND ASKED IF ITEMS THAT ARE POSTPONED OR DELETED CAN BE MENTIONED BEFORE THE START OF THE MEETING.

DEPUTY CITY ATTORNEY LUPE CUELLAR STATED THAT AFTER CONSENT HAS BEEN APPROVED, THE CHAIR CAN ASK OF MS. BOND IF THERE ARE ANY ITEMS BEING REQUESTED TO BE POSTPONED OR DELETED FROM THE AGENDA.

16. Approve Hearing Officer's Invoice:

A. Olivas, Jesus. – Dated 04/24/04 – (03-FD-21JO)

COMMISSIONER SUTHERLAND STATED THAT GIVEN COMMISSIONER ELLIS' BACKGROUND IN THE LEGAL FIELD AND HAVING BETTER UNDERSTANDING OF HOW LONG IT TAKES TO COMPILE LEGAL DOCUMENTS, COMMISSIONER ELLIS NOTICED THE EXCESSIVE CHARGE WITH REGARDS TO THIS INVOICE.

COMMISSIONER ELLIS ASKED THAT HEARING OFFICER JESUS OLIVAS PROVIDE MORE DETAIL IN HIS INVOICE FROM MARCH 30 TO THE END.

MOTION TO POSTPONE ITEM 16A MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

B. Palafox, Patricia – Dated 05/10/04 – Services performed April 2004

No Discussion

MOTION TO APPROVE ITEM 16B WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER PENA AND UNANIMOUSLY APPROVED.

17. Discussion and Action on Request for Temporary Promotion:

Gilmore, Katrina: – Municipal Court
From: Clerk Typist II
To: Clerk Typist III

No Discussion.

MOTION TO APPROVE ITEM 17 WAS MADE BY COMMISSIONER PENA AND SECONDED BY COMMISSIONER BERUBE AND UNANIMOUSLY APPROVED.

18. Discussion and Action on requesting an extension to Work Employee Out of Classification:

Parra, Abraham – Street Department
Current: Street Resurfacing Inspector
Proposed Continuation: Street Resurfacing Inspector

COMMISSIONER ELLIS STATED THAT THE REQUEST FORM LOOKED LIKE A RECYCLED FORM.

C.S.C. SECRETARY T. BOND STATED THAT THE REQUEST FORM IS REQUIRED THE FIRST TIME. INSTEAD OF HAVING TO DO THE FORM AGAIN FOR THE SAME POSITION, ALL THAT WAS REQUIRED FOR THE EXTENSION WAS THE MEMO REQUESTING FOR AN EXTENSION FROM THE DEPARTMENT HEAD.

COMMISSIONER SCHWARTZ ASKED IF IT WAS FOR THE SAME PROJECT.

DARYL COLE, STREET DEPT. DIRECTOR, STATED YES.

COMMISSIONER ELLIS ASKED WHAT THE DATES FOR THE SECOND EXTENSION WOULD BE.

C.S.C. SECRETARY T. BOND STATED FROM MARCH 15, 2004 TO SEPTEMBER 15, 2004.

MOTION TO APPROVE ITEM 18 WAS MADE BY COMMISSIONER PENA AND SECONDED BY COMMISSIONER BERUBE AND UNANIMOUSLY APPROVED.

19. Discussion and Action on Request to extend expiration date of Firefighter Trainee Eligible List.

C.S.C. SECRETARY T. BOND STATED THAT IT WAS BEING REQUESTED TO BE DELETED.

COMMISSIONER ELLIS ASKED WHY IT WAS BEING DELETED.

FIRE CHIEF SURFACE STATED THAT ORIGINALLY THEY THOUGHT A FIRE ACADEMY CLASS WOULD START ON SEPTEMBER 1ST AND IT WAS THEIR DESIRE TO USE THIS ELIGIBILITY LIST. HE HAD JUST FOUND OUT THAT INSTEAD OF STARTING A NEW CLASS IN SEPTEMBER, THEY'RE GOING TO HAVE A CLASS OF 20 PRE-CERTIFIED PERSONNEL. THEREFORE, THEY WON'T NEED THE LIST ANYMORE.

MOTION TO DELETE ITEM 19 WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER GRAHAM AND UNANIMOUSLY APPROVED.

20. Approve placement of incumbent into reclassified position, in accordance with Rule 4, Section 4 and Rule 11, Section 9 and Personnel Department's recommendation:

TITLE	CODE	GRADE
OFFICIAL: Toll Collection Supervisor	1537	GS 20
PROPOSED: Same	Same	GS 21
A. Romero, Jr., Eduardo and Robert D. Thick		
OFFICIAL: Tax Collection Superintendent	1539	GS 27
PROPOSED: Toll Collection Manager	5258	PM 77
B. Mendoza, Jr., Ramon		

NO DISCUSSION

MOTION TO APPROVE ITEM 20 A & B WAS MADE BY COMMISSIONER PENA AND SECONDED BY COMMISSIONER BERUBE AND UNANIMOUSLY PASSED.

21. Discussion and Action on request to reset ending date of probationary period in accordance with Article VI, Section 6.9-1 of the C.S.C. Charter:

Castaneda, Francisco. – Stores Clerk I – El Paso Water Utilities

No Discussion

MOTION TO APPROVE ITEM 21 WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER SCHWARTZ AND UNANIMOUSLY APPROVED.

22. Discussion and Action on proposed revisions to Substance Abuse Policy for Sun Metro.

JOE ACOSTA WITH SUN METRO STATED THAT FEDERAL REGULATORS ARE REQUIRING THAT NON-DOT TESTING FOR DRUGS AND ALCOHOL BE STIPULATED IN THE POLICY. THERE ARE 3 ITEMS THAT HAVE BEEN ADDED TO THE POLICY. IN 6.4. THEY ARE INCORPORATING THE REQUIREMENT THAT EMPLOYEES NOTIFY THE EMPLOYER WHEN THEY'RE TAKING PRESCRIPTION MEDICATIONS- AND THIS IS FOR EMPLOYEES WHO HOLD PERFORMANCE SAFETY SENSITIVE FUNCTIONS. AN APPENDIX E HAS BEEN INCORPORATED INTO THE POLICY AND IT STATES THAT EMPLOYEES COMPLETE A FORM INDICATING MEDICINES BEING TAKEN, THE DIRECTIONS AND DOSAGE AND INCLUDE THE MANUFACTURER AND NAME OF DOCTOR.

COMMISSIONER BERUBE STATED THAT NOT ALL MEDICATIONS HAVE THE MANUFACTURER'S NAME ON THEM AND ASKED IF IT WAS REQUIRED BY LAW TO HAVE THE NAME ON THEM.

MR. ACOSTA STATED NO. IT IS A RECOMMENDED BEST MANAGEMENT PRACTICE BY THE FTA.

MOTION TO APPROVE ITEM 22 WAS MADE BY COMMISSIONER PENA AND SECONDED BY COMMISSIONER MARTINEZ.

COMMISSIONER ELLIS STATED THAT THERE ARE OVER-THE-COUNTER MEDICATIONS THAT CAN IMPACT SAFETY SENSITIVE JOBS. FOR EXAMPLE, BENADRYL CAN MAKE YOU VERY SLEEPY.

MR. ACOSTA STATED THAT THROUGH TRAINING, EMPLOYEES ARE ASKED TO CAREFULLY READ LABELS ON THESE MEDICATIONS.

COMMISSIONER ELLIS ASKED DEPUTY CITY ATTORNEY LUPE CUELLAR IF IT WOULD BE ADVISABLE TO DELETE THE WORD "PRESCRIBE".

DEPUTY CITY ATTORNEY LUPE CUELLAR STATED THAT SHE DIDN'T HAVE A PROBLEM IN MAKING IT MORE CLEARER THAT IT ALSO INCLUDE NON-PRESCRIPTION DRUGS BECAUSE IF YOU JUST SAY "PRESCRIBED", IT DOESN'T PLACE THE EMPLOYEE ON NOTICE THAT HE HAS TO BE AWARE OF OVER-THE-COUNTER MEDICATIONS, ALTHOUGH IT'S THEIR PRACTICE.

COMMISSIONER PENA WITHDREW HIS MOTION TO APPROVE ITEM 22.

COMMISSIONER GRAHAM ASKED MR. ACOSTA IF THIS ITEM COULD BE SENT TO A SUB-COMMITTEE.

DEPUTY CITY ATTORNEY LUPE CUELLAR ASKED MR. ACOSTA IF HE HAD A TIME LINE TO ADHERE TO.

MR. ACOSTA STATED NO.

COMMISSIONERS GRAHAM AND HARRIS VOLUNTEERED TO REVIEW THIS ITEM IN A SUB-COMMITTEE.

MOTION TO TABLE ITEM 22 WAS MADE BY COMMISSIONER GRAHAM AND SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

24. Discussion and Action on Appeal of Disqualification to take Examination and/or Removal of Name from Eligible List in accordance with C.S.C. Rule 8.1.d.1.

- A. Al-Dasouqi, Ziad – Engineering Section Chief
- B. Kutz, Harold D. – Engineering Section Chief

C.S.C. SECRETARY T. BOND ASKED TO DELETE ITEMS 24 A&B.

MOTION TO DELETE ITEMS 24 A&B WAS MADE BY COMMISSIONER BERUBE AND SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

C. ITEM NOT USED

D. Curry, Phoenix M. – Zoo Keeper

MS. CURRY WAS PRESENT. COMMISSIONER ELLIS READ A SUMMARIZATION OF THE SPECIFICS OF MS. CURRY'S DISQUALIFICATIONS. MS. CURRY EXPANDED ON HER QUALIFICATIONS AND EXPERIENCE IN DETAIL.

MOTION TO APPROVE ITEM 24D WAS MADE BY COMMISSIONER GRAHAM AND SECONDED BY COMMISSIONER HARRIS AND UNANIMOUSLY PASSED.

The Civil Service Commission will retire into Executive Session to deliberate on Item 24 and related matters pursuant to Civil Service Commission Rule 1, Section 2 (d) and the Texas Government Code, Sections 551.071 - 551.074 to discuss any of the following (The items listed below are matters of the sort routinely discussed in Executive Session, but the Commission may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.):
Section 551.071 CONSULTATION WITH ATTORNEY

25. Discussion and Action on Review of Open Items List:

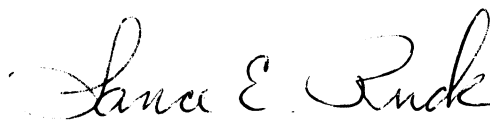
- A. Professional/Managerial Guidelines Exploratory Committee
- B. Quarterly and Yearly Reports of the CSC (Proposed Measurables)
- C. Review and amend CSC rules as appropriate

COMMISSIONER ELLIS ASKED C.S.C. SECRETARY T. BOND IF SHE HAD ANYTHING FOR THEM.

C.S.C. SECRETARY T. BOND STATED NO.

THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, A MOTION TO ADJOURN WAS MADE BY COMMISSIONER HARRIS AND SECONDED BY COMMISSIONER PENA AND UNANIMOUSLY PASSED.

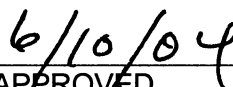
THE MEETING ADJOURNED AT 9:58 P.M.



LANCE RUCK, C.S.C. CHAIR



TERRY BOND, C.S.C. SECRETARY



DATE APPROVED